
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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Dear Clerk-Treasurers:

The Department of Local Government Finance City/Town Budget Manual provides Clerk-Treasurers with a guide through the local budget process. The manual covers topics such as excessive levy appeal procedures, preparation of budget forms, additional appropriation requirements and other functions of the Clerk-Treasurer.

The duties assigned to the Clerk-Treasurer are numerous and the responsibilities are broad. The goal of the Budget Division is to provide Clerk-Treasurers with a basic understanding of the budget process and how that process relates to the property tax system. It is our hope that this manual accomplishes that goal.

The Department of Local Government Finance wishes you success as you carry out the Clerk-Treasurer duties required by law.

Thank you,

Melissa K. Henson, Budget Director

Paige Gilpin, Assistant Director